

**DRAFT STATEMENT OF WORK for
TECHNICAL SUPPORT
FOR THE
OFFICE OF CHILDREN'S HEALTH PROTECTION**

I. BACKGROUND

The Office of Children's Health Protection (OCHP) of the U.S. Environmental Protection Agency's is charged with making the protection of the elderly and children's health a fundamental goal of public health and environmental protection in the United States. OCHP supports and facilitates Agency efforts to protect children's health and elder adults's health from environmental threats. The office works to (1) help EPA set standards that are protective of any heightened risks faced by the elderly and children, (2) support development and refinement of scientific research strategies focused on identifying and filling gaps in knowledge regarding elderly and child-specific susceptibility and exposure to environmental pollutants, (3) develop new, comprehensive policies to address cumulative and simultaneous exposures faced by the elderly and children, (4) expand community right-to-know allowing families to make informed choices concerning environmental exposures to the elderly and children; (5) encourage and expand educational efforts with health care providers and environmental professionals so they can identify, prevent, and reduce environmental health threats to the elderly and children, (6) encourage parental responsibility for protecting their children from environmental health threats by providing them with basic information, (7) further state efforts to protect children and the elderly; and (8) facilitate efforts to inside and outside the Agency to protect children from environmental health hazards where they live, learn, and play. OCHP is responsible for elderly and children's health initiatives to the extent authorized under the following statutes: Clean Water Act, Section 104(b)(3); Safe Drinking Water Act Section 1442; Clean Air Act, Section 103(b)(3); Toxic Substances Control Act, Section 10; Solid Waste Disposal Act, Section 801; Federal Insecticide, Fungicide, and Rodenticide Act, Section 20; and Comprehensive Environmental Response, Compensation and Liability Act, Section 311.

II. PURPOSE

The purpose of this contract is to provide scientific, medical, economic, technical, analytical and statistical support for strategic planning efforts; training, public education, outreach, technology transfer and communications with other EPA offices, States, Tribes, municipalities, local governments and the public; peer consultation and peer review support services consistent with the Agency Peer Review Policy; support for evaluating cross-media and multi-Agency scientific, medical and technical guidance, guidelines, policies, and practices to ensure the goals of protecting children and the elderly are addressed; develop and update of Web based information transfer systems; and development of a record's management system to ensure institutionalizing the programs development and implementation.

III. GENERAL REQUIREMENTS

(1) The contractor shall appoint a technical person to serve as the Program Manager for this contract. The Program Manager shall be the main point of contact for the contract; shall be responsible for the performance of work under this contract and shall be designated a key person in accordance with the Key Personnel Clause in EPAAR 1552.237-72. The contractor shall manage all aspects of this contract and shall be solely responsible for the direction of all contractor, subcontractor and consultant personnel who may be involved in the performance of the contract.

(2) The contractor shall supply the necessary labor, materials, equipment, services, facilities, and necessary professional, technical and support personnel required for the performance of each task order under this contract. The contractor shall develop and institute internal management controls that will assure that in the performance of this contract, the contractor will not provide personal services nor perform inherently governmental functions. The contractor shall submit to the Project Officer all hard copies of information and literature acquired.

(3) In evaluating and performing the services required under this Statement of Work, the contractor shall certify that conclusions are based on available data and shall submit all relevant information used in developing conclusions or options for review and approval.

(4) All reports, drafts, papers, etc., prepared by the contractor shall be submitted in draft form. The contractor shall submit the completed draft for review and approval. The drafts submitted shall include copies of the literature cited or make references to all citations in the document for verification and approval.

(5) In order to complete the work required by individual task orders, the Contractor may require access to data or information that has been claimed by an outside party as Confidential Business Information (CBI). The Contractor shall abide by the CBI requirements of this contract, including EPAAR 1552.235-70, "Screening Business Information for Claims of Confidentiality" and 1552.235-71, "Treatment of Confidential Business Information" and EP 52.235-10, "Release of Contractor Confidential Business Information," which are incorporated by reference. The Contractor's methods for handling and storage of CBI shall be presented to EPA under a separate plan that addresses collection, handling and storage of CBI specifically. This plan must be approved by the Contracting Officer and incorporated into the contract. Prior to the Contractor's collection of CBI, the Project Officer will contact the outside firm regarding the release of CBI. The Contractor shall be given access only after written approval has been received from the affected firm. For each collection, the Project Officer and Contracting Officer shall examine the collection requirement (i.e., type of data and information) and make a determination if the Contractor's access to the information in any way provides the Contractor with an unfair competitive advantage or creates any conflict of interest. The Project Officer will document these results. The Contractor shall not release or divulge any information from any task order without formal written authorization from the Project Officer..

(6) Individual task orders may require the Contractor to contact Federal, State, Tribal, local agency or business personnel and the general public. To preclude any likelihood that Contractor staff could be assumed to be EPA employees or improperly representing EPA, Contractor personnel shall identify themselves orally by their name and organization and physically display this information by wearing badges or other identification whenever they participate in activities, such as meetings or training sessions, with EPA, Federal, State, local personnel or with the general public. When in attendance at meetings, the contractor's attendance shall be limited to that portion of the activity for which the contractor is required in order to meet the requirements of the SOW.

(7) Reports submitted by the Contractor that contains recommendations to the Agency (which will be used by EPA personnel in developing policy) would explain and rank policy or action alternatives. The Contractor will describe the procedures used to arrive at recommendations, summarize the substance of deliberation, report any dissenting views, list the source relied upon, and make clear the methods and considerations upon which the recommendations are based.

(8) The Contractor must communicate by telephone with the EPA's point of contact to discuss the progress of the tasks as often as required in the individual task orders.

(9) Contractor must adhere to all the provisions stated in EPAAR 1551.209-71 "Organizational Conflict of Interest," EPAAR 1552.209-73 "Notification of Conflicts of Interest Regarding Personnel," EPAAR 1552.210-80 "Annual Certification," EPAAR 1552.210-81 "Update of Conflict of Interest Plan," and EPAAR 1552.277-76 "Project Employee Confidentiality Agreement." The RFP and contract will contain Conflict of Interest (COI) provisions and clauses to allow the Agency to avoid actual or potential conflicts of interest. These provisions will require (1) Offerors to submit conflict of interest avoidance plans as part of their proposal, and (2) the contractor to alert EPA to actual or potential conflicts of interest with respect to individual task orders.

(10) The Contractor shall prepare and submit a Quality Assurance Management Plan using the standards of ANSI/ASQC E-4 1994 and "EPA Requirements for Quality Management Plan (QA/R-2) (EPA 1998) as part of the application. In accordance with EPA requirements, the Contractor shall prepare and submit a Quality Assurance Project Plan (QAPP) to EPA for review and approval before beginning any work involving environmental data generation, environmental modeling and compilation of data from literature or electronic media, and development, evaluation, and use of computer or mathematical models that characterize environmental processes or conditions. QAPPs shall be prepared using the standards of ANSI/ASQC E-4 1994 and "EPA Requirement for Quality Assurance Project Plans (QA/r-5) (EPA 1998). The EPA documents can be found at: http://www.epa.gov/quality/qa_docs.html

(11) The Contractor shall submit monthly progress reports to the Project Officer. The

information contained in these reports will include, at a minimum, the following information:

- a) a summary of the costs incurred and hours expended in total for the contract and by individual task order for the reporting month and cumulative for the contract year;
- b) a summary of the costs incurred and hours expended by professional and non-professional labor category in total for the contract and by individual task order for the reporting month and cumulative for the contract year.
- c) a summary of other direct costs incurred in total for the contract and by individual task order for the reporting month and cumulative for the contract;
- d) a summary of the activities completed by task for each individual task order for the report month, and the anticipated activities for the next month;
- e) a summary of the deliverables submitted for each individual task order during the contract year to date

IV. WORK AREAS

A. Tasks Common to all Work Areas

1. Literature Review

The contractor shall provide reviews of literature in subject areas covered by this scope of work. The contractor shall conduct thorough searches for written information including books, reports, journal articles, conference proceedings, and unpublished documents. These reviews shall include preparing of bibliographies. When required by the task order, bibliographies shall be annotated with the contractors providing summaries and/or evaluations of source documents.

2. Document Review

The contractor shall provide scientific, medical, technical review, analysis, and/or guidance on reports selected by EPA related to the subject areas covered by this scope of work. The contractor shall have the capability for quick turnaround reviews, as well as reviews requiring a more structured and longer process. The longer reviews may require management of peer-review processes or utilization of experts in specific disciplines.

3. Document Preparation

The contractor shall provide technical, administrative, editorial and graphics assistance for the preparation of special reports, outreach documents, and briefing papers on issues related to the

subject areas covered in this scope of work. These efforts will include conducting information searches, scientific, medical, technical writing, editing, graphics preparation, and report layout and production. These efforts also will include the identification, selection, and utilization of individuals or teams with appropriate knowledge and expertise.

4. Logistical Support for Meetings and Conference Planning

(a) Types of tasks which the Contractor may be required to perform as specified in individual task orders

(1) The contractor shall perform tasks that require collecting and disseminating information through reports, expert meetings, conferences, colloquia, and other means of data-gathering and dissemination that are necessary to accomplishing the mission of the scope of work as well as the mission of the Agency.

(2) The contractor shall have methods in place to identify and retain appropriate participants, facilitators, translators, and logistical assistance, provide meeting facilities and necessary supporting equipment, and produce agendas, records, and proceedings. The contractor shall develop agendas jointly with EPA. The contractor shall prepare the necessary mailing lists, announcements, and press releases to notify potential attendees for meetings.

(3) The contractor shall provide complete logistical support for planning and conducting conferences, workshops, meetings, hearings, seminars and teleconferences. Provide facilities, prepare and mail information packets, register participants, provide audio-visual and recording equipment, prepare audio-visual materials, speaker notes, and handouts. Reproduce meeting materials, facilitate, record and report sessions. Prepare and deliver presentations. Compile evaluation reviews. Conduct other incidental logistical activities.

(4) Provide program information networks including development and operation of Internet sites, bulletin boards and hotlines; prepare information abstracts and newsletters; maintain and distribute information.

(5) Develop information management technologies, data systems and approaches for implementation of systems related to internal tracking of elderly and children's health activities and dissemination of information to the public, especially via the internet.

(6) Recommend and produce camera-ready outreach and educational materials for EPA, State and local officials, schools, the public and other interested parties on elderly and children's health related programs. Materials may include videos, brochures, pamphlets, posters, calendars, course curriculums, case studies, and other informational materials.

(7) Compile and summarize information and materials for use in public awareness initiatives and to promote public involvement.

(8) Collect and summarize information for press briefings and new releases about innovative case studies and program initiatives.

(9) Distribute program materials to Regions, State, the public, and the regulated community.

(b) Types of meetings supported under this SOW include:

1) Scientific, Medical and Technical Workshops

Groups of experts convened to provide “state of knowledge” summaries for EPA on topics covered by this SOW. The contractor’s proposal shall include provisions for reimbursing the experts for their travel expenses and providing them with uniform stipends.

2) Outreach Meetings

Public forum for dialogue on topics covered by this SOW. Facilitate collection of information and public opinion for EPA decision-makers. Conduct roundtables and policy formulation exercises to improve communication between interested groups.

3) Recognition Events

_____ Logistical support could include scheduling and arranging facilities for nation and local award ceremonies, mailing invitations and responding to inquiries, arranging audio-visual presentations, and commissioning plaques or other awards

4) Training Sessions

Develop training materials and case studies for classroom courses, facilitated and stand-alone videos, satellite presentations. Prepare training manuals, instructors guides and all other course-related materials. Present such training to EPA, State, local personnel and the public including non-profit academic and industry organizations, at EPA Headquarters, Regional Offices and other specified locations throughout, and occasionally outside, the U.S.

5. Outreach Support

The Contractor shall provide support for EPA's outreach programs. Examples of specific areas under outreach support include:

1) Preparation of Informational and Educational Materials

Developing information brochures, displays, growth charts, magnets, and other materials designed to get a message out in the U.S. and overseas. Preparation of materials to be used in public schools and other educational institutions. This support may require cultural adaptation and translation to and from foreign languages.

2) Preparation of Graphics and Audio-visuals

Providing high quality graphics for briefing, meetings, workshops, and public presentations, or for general information dissemination. This support shall include, but is not limited to, power point, drafting of figures, composition and production of 35-mm slides or view graphs, posters, charts, videos, or computer programs with animation, and translation. Quick response with capability for multiple revisions is required.

3) Public Presentations

Provide support to assist EPA in making public presentations. The following represent the types of tasks which the Contractor may be required to perform as specified in individual task orders: (i) collect, compile, organize, and summarize information to be used for various public presentations; (ii) transcribe verbal comments; catalog, index, and summarize all comments received at public hearings and OCHP meetings; and (iii) provide review and written summary of public comments or input that results from public proceedings.

4) Analyses of Public Opinion

Conducting analysis of public opinion, both as it explains current behavior, and as it might help or hinder policy objectives. The contractor shall also be prepared to provide support in the design and implementation of public education programs.

5) Marketing Studies

Designing and targeting outreach efforts consistent with state-of-the-art marketing and deployment techniques, including the analysis of specific potential market segments identified by EPA, development of communication strategies and outreach campaigns to effectively reach the targeted audience. Potential audiences could include the general public, spanning all economic sectors and large or small public or private organizations in the U.S. or internationally.

6) Awards and Recognition

Design and produce appropriate plaques and other awards to recognize and encourage superior work to protect children's health.

6. Equipment Needs

The contractor is required to have equipment and software that is compatible with that used in OCHP. Examples are:

Hardware: personal computers, Windows, printers and scanners, CD-ROM writers

Software: WordPerfect 9 and MS-Word (or whatever is current); graphics capability such as Power Point for Windows, WordPerfect Presentations and desktop publishing software, MS-Excel and Lotus 1-2-3 spreadsheet.

7. Information Management

The Contractor shall assist in information management activities. The following represent type types of tasks which the Contractor may be required to perform as specified in individual task orders:

- 1) Perform data system design, development and analysis, systems updates, quality assurance reviews, data entry, guidance development, and training for information systems used by EPA for program support. This may include compiling information from various government, educational and industry sources and converting it into a format suitable for uploading into various electronic or Internet-based data systems.
- 2) Recommend options for updating user guides for information collection and management systems.
- 3) Compile and/or update compendia, both as hard-copy and in electronic format, of elderly and children's health related documents
- 4) Design files and records maintenance methods for efficient management of program information
- 5) Conduct feasibility studies and provide support services regarding application of automatic data processing to elderly and children's health situations.
- 6) Recommend options for statistical analysis systems or database programs and software

to analyze data

7) Provide options, pilot tests, and advice on methods for EPA implementation of new or different systems for data management

8) Conduct other information management and analysis support functions such as literature searches and developing industry/sector profiles

8. Peer Review

The contractor shall provide peer consultation and peer review services to OCHP consistent with the Agency Peer Review Policy. The purpose of peer review is to uncover any scientific, medical, technical problems or unresolved issues for use in revising a preliminary product so that the final work product will reflect sound technical information and analyses. Support in this area will be specifically defined in written task orders identifying the subject matter and specific areas of expertise required. The contractor shall not conduct peer review of documents prepared by the contractor, its subcontractors or consultants. The EPA Peer Review Handbook can be found at: <http://www.epa.gov/ord/spc/prhandbk.pdf>

- a) Each peer review or letter review performed by the contractor shall be performed by a minimum of three contractor reviewers per document or methodology prepared by the EPA. Peer review meetings must have a minimum panel size of five (5) experts. The size and expertise of peer reviewers must be made in consultation with OCHP.
- b). The contractor shall insure that all peer review work is performed by experts in the topic subject matter who have publications or known research in the area. Reviewers selected by, and working for, the contractor shall be approved by the EPA project officer in writing prior to their beginning work. Approval submissions shall include the reviewers' names and curriculum vitae. It is the responsibility of the contractor to insure that all peer reviews are conducted in a manner to avoid all actual, potential, or apparent conflicts of interest.
- c). The contractor shall provide the written peer reviews with all supporting materials to the Project Officer within thirty (30) calendar days following its receipt of the document to be peer reviewed. Each contractor peer review deliverable shall include: written general comments, specific changes or revisions required to improve clarity and scientific accuracy of the document, and any new data that might contribute to the scientific accuracy.
- d) Peer reviews may be conducted by mail or may require Peer Review meetings. The contractor shall organize and provide support in arranging and conducting

peer review meetings.

B. SPECIFIC TASK WORK AREAS

1.0 Strategic Planning (Issue analysis and report writing)

- 1.1 The contractor shall compile, review and summarize information needed for preparation of reports, analysis and summaries to determine children's health protection priorities and program implementation. The contractor shall provide data and documentation to be used by EPA in its analysis of issues and options and prepare written reports and documentation. Deliverables may include data summaries, scientific, medical, technical reports, case studies, economic analyses, options papers or issue papers. The contractor shall clearly describe and document the data and information gathering activities; clearly display, characterize and interpret the data and information collected; and clearly explain the assumptions made, indicate the sources used and not used, and clearly explain the methodological choices made both conceptually and in the data selection. EPA shall fully review all contractor analysis and will make final determinations with regard to program objectives and policy.
- 1.2 The contractor shall compile, categorize, organize, summarize and format information on components of Federal and State programs relating to children's health for use in management reports and briefings, to support EPA decision-making and to provide to the public and other interested parties. Information shall be readily available from existing databases, EPA regional offices, Headquarters programs, other Federal agencies and public sources. The contractor shall organize, index and assess the available information as well as identify data gaps and discrepancies or inconsistencies in the data sources and provide the resulting technical information in a designated format. The contractor shall provide detailed substantiation of all assessments made of technical information. The EPA Project Officer will review the information for technical soundness and adherence to Agency policy.

2.0 Outreach

- 2.1 The contractor shall develop for EPA approval a range of outreach materials designed specifically to relay the message to a specific audience that portrays the activities that are implemented and managed by OCHP and EPA in support of this statement of work. These materials include brochures, presentation boards, slide shows, fact sheets, pamphlets, posters. Internet layouts and physical models and other communication tools. The materials shall be developed for use in media

events, programs and other venues aimed at the public and stakeholders. In addition, the contractor shall provide materials for presentation and handout. All materials provided shall be in accordance with the limitations set forth in the Section H Clause entitled “Printing”. The contractor shall provide a draft version of all materials for approval by the Project Officer, and shall provide design and layout of the final approved product. For paper copy products, the contractor shall provide camera-ready copy and a disk copy (in WordPerfect 9 or any other software if so directed by EPA). These activities shall only be performed directly in support of the technical requirements of this SOW.

3.0 Training and Meeting Support

- 3.1 Training: The contractor shall provide training course development and delivery. Using materials provided or cited by EPA and with a structure provided by or approved by EPA in advance, the Contractor shall develop training material and case studies for workshops, conferences or training courses being conducted in relation to other parts of this SOW. Using materials previously approved by EPA, the Contractor shall present portions of a workshop or training session or facilitate discussion among participants. Contractor personnel shall be identified as such at all times.
- 3.2 Meetings: The contractor shall organize and provide support in arranging workshops, conferences, training sessions and public meetings and bringing together appropriate individuals to address various issues and concerns raised by EPA for selected children’s health topics. Meeting support shall be limited in scope and shall cover only those meetings which are required to carry out requirements of the SOW. The contractor shall arrange travel only in accordance with the authority and limitations of the Section H clause entitled “Approval of Contractor Travel.” i.e. use of contract funds to reimburse travel is strictly limited to logistical support for speakers, and scientific and medical experts who directly contribute to the requirements of specific contract performance related to the SOW of the contract. The contractor shall support EPA by providing information or suggestions to EPA for developing agendas and shall clerically prepare those agendas, preparing drafts of technical information for use in briefing materials, identifying and inviting speakers and experts, arranging for meeting space when government space is not available, arranging for appropriate audio-visual equipment, providing advance announcements and information, registration support, preparation of visual aids, preparation of case studies, interactive activities and role-playing activities compilation of results and preparation of minutes and summary reports.
- 3.3 Facilitation: The contractor shall provide facilitation services for selected conferences and work group sessions. The facilitator shall assist participants in

articulating their interests, identifying areas of agreement and developing consensus solutions to the problems that divide them. The facilitator shall keep the participants talking, listening and moving towards the goal of the process. The facilitator shall not take a position on the merits nor recommend to the parties what the substantive resolution of an issue should be.

4.0 Scientific, Medical and/or Regulatory Assessment

- 4.1 The contractor shall compile, categorize, organize, summarize and format information on components of EPA Agency regulations and standards and related programs for use in management reports and briefings, to support EPA decision-making and to provide to the public and other interested parties.
- 4.2 The contractor shall provide support for collecting new scientific, medical, and technical information for preparation of new or revised program guidance documents. The contractor may be required to conduct literature searches using databases identified in delivery orders. The contractor shall organize index and assess the available information as well as identify data gaps and discrepancies or inconsistencies in the data sources and provide the resulting technical information in a designed format.
- 4.3 The contractor shall provide scientific, medical, technical, analytical and/or economic review and comment on regulations, data, guidelines/guidance, models, risk and economic assessments, studies and policies